



Civil and Family Court Fees

From 21 March 2016

Important information

This leaflet sets out a selection of civil and family court fees. It is not the full list, neither is it the authority on fees. For a full list of fees charged in the civil and family courts please see the EX50AHMCTS on hmctsformfinder.justice.gov.uk

The full lists of all court fees are contained in Statutory Instruments (SIs) known as fees orders and can be found online at www.legislation.gov.uk

The court fees set out in this leaflet apply to, and are the same in, both the High Court, County Court and the Family Court, unless otherwise stated. Your local court will be able to help you identify any fee not contained in this leaflet.

Time for payment of fees

Court fees are payable at the time you file any document or commence any process requiring a fee, unless otherwise stated.

Methods of payment

Courts accept payment by debit or credit cards, cash, postal orders or cheques, which should be made payable to '**HM Courts & Tribunals Service**'. If you pay by cheque and it is dishonoured, the court will take steps to recover the money. Non-payment will result in your case being stayed (delayed) or even struck out (dismissed).

You can pay by debit or credit card if you use either of the online services.

What if I cannot afford to pay a court fee?

If you cannot afford the fee, you may be eligible for a fee remission in full or in part. The combined booklet and application form **EX160A - Help with fees** gives all the information you need. You can get a copy from any court hearing centre or online at hmctsformfinder.justice.gov.uk

Refunds

If you have applied to issue a claim by post, and the defendant settles the dispute before your claim is processed by the court or business centre, you will be entitled to a refund provided you have let us know that the claim should not be issued.

To let us know your case has already been settled please notify the relevant County Court hearing centre or business centre via email or telephone. The relevant contact details can be found at: <http://courttribunalfinder.service.gov.uk>

You should keep a record of the fact that you have notified us.

If your claim has already been issued, you can recover the cost of your court fee from the defendant.

Under no circumstances should you cancel a cheque or card payment to HM Courts & Tribunals Service. Cancellation of a cheque or payment could result in HM Courts & Tribunals Service pursuing the fee from you as a civil debt.

Aside from the County Court hearing fee, no other fee outlined within the civil fees order is subject to a refund. HM Courts & Tribunals Service typically only refunds fees where the court has made a processing error, i.e. the court have processed a claim or application even though you have requested that it should not be processed.

In instances where the court user has made an error no refunds will be approved. Please note the court cannot be held responsible for processing duplicate applications or claims.

Should you wish to apply for a fee refund, please write to the relevant County Court hearing centre or business centre (details can be found on Court and Tribunal Finder <http://courttribunalfinder.service.gov.uk>) outlining the grounds for your refund request within two months of the fee having being paid. Applications outside this timeframe will not be accepted.

Please note that no fee refunds will be provided for claims issued via MCOL or PCOL unless there has been a system error, i.e. where a fee has been charged twice.

Refunds requested under the fee remission scheme will not be provided in relation to fees paid on MCOL.

Online services

HM Courts & Tribunals Service has two internet based services: Money Claim Online (MCOL) for some money claims up to the value of £99,999.99, and Possession Claim Online (PCOL) for possessions concerning rent or mortgage arrears. You can use either of these simple, convenient and secure processes and pay a reduced fee.

For more information ask court staff or visit our websites:

www.moneyclaim.gov.uk

www.possessionclaim.gov.uk

Civil court fees

Starting your claim

Money claims

To issue a claim for money, the following fees will be payable based on the amount claimed, including interest. For Court Issued Claims, please round fractions of pence down to the nearest penny. Example: A Fee calculated as being £1050.5096 rounds down to a payable fee of £1050.50:

Value of your claim				Fee payable	
				Court issued claim	Filed via SDT/MCOL*
Up to	£300			£35	£25
Greater than	£300	but no more than	£500	£50	£35
Greater than	£500	but no more than	£1,000	£70	£60
Greater than	£1,000	but no more than	£1,500	£80	£70
Greater than	£1,500	but no more than	£3,000	£115	£105
Greater than	£3,000	but no more than	£5,000	£205	£185
Greater than	£5,000	but no more than	£10,000	£455	£410
Greater than	£10,000	but no more than	£15,000	5% of the value of the claim	4.5% of the value of the claim
Greater than	£15,000	but no more than	£50,000		
Greater than	£50,000	but no more than	£100,000		
Greater than	£100,000	but no more than	£150,000		
Greater than	£150,000	but no more than	£200,000		N/a
Greater than	£200,000			£10,000	N/a

* Maximum amount for Secure Data Transfer (SDT) or Money Claim OnLine (MCOL) £99,999.99

Secure Data Transfer is a secure system to enable customers issuing in bulk to upload and transfer data files directly from their systems to HM Courts & Tribunals Service systems.

Non-money claims

To issue a claim for possession

County Court possessions	£355
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Possession Claims Online (PCOL)	£325
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(PCOL can only be used for possessions concerning rent or mortgage arrears).

To issue a claim for something other than money the following fees will be payable based on where you start your claim:

High Court (including possession claims)	£480
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County Court	£280
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Certain non-money claims will attract the hearing fees set out on page 5. Check with the court to see if your case is affected.

Counterclaims and additional claims

- **Money claims** - the court fee payable (set out on page 3) is based on the value of the counterclaim or additional claims and where the original claim was issued. If the original claim was issued in a court, the court issue fee applies. If the claim was issued through MCOL or the County Court Business Centre, the reduced MCOL fees apply.
- **Non-money claims** - the court fee payable is based on where the original claim was made, either in the High Court or County Court. The court fees are set out above.

Costs proceedings

For court fees relating to the issue of costs only or cost assessment proceedings, go to pages 8 and 9.

General fees for civil proceedings

The fees on page 5 are payable by the claimant. Where a case proceeds on a counterclaim alone, the fees are payable by the defendant.

Hearing fees

Small Claim Track where the amount claimed is:

up to £300	£25
between £300.01 and £500	£55
between £500.01 and £1,000	£80
between £1,000.01 and £1,500	£115
between £1,500.01 and £3,000	£170
more than £3,000	£335

Fast track claim	£545
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Multi track claim	£1,090
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The hearing fee must be paid at the same time the pre-trial checklist is filed. If pre-trial checklists are not required, or the case is on the small claims track, the fees must be paid within 14 days of:

- the despatch of the notice of the trial date or trial week; or
- the date when you are told the trial date or trial week, if no written notice is given.

Warning: If you do not pay a fee when required the court can make an order which may lead to your claim, counterclaim or defence being struck out. This means you cannot continue with your claim or counterclaim.

Refunding hearing fees

Small claim hearing

You could get a full refund of the hearing fee if you notify the court in writing, **at least seven clear calendar days** (excluding the date of receipt and date of hearing) before the trial date or start of the trial week, that the case is settled or discontinued.

Fast track, multi track or non-money claim hearing

You could get a refund of some or all of the hearing fee if you notify the court in writing that the case is settled or discontinued. The following amounts will be refunded where the court is notified:

- more than 28 days before the hearing, 100% of fee;
- between 28 and 15 days before the hearing, 75% of fee;
- between 14 and 7 days before the hearing, 50% of fee;
- fewer than 7 days before the hearing, no refund.

General applications

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| • Application on notice where no other fee is specified. | £255 |
| - applications to vary or extend an injunction for protection from harassment or violence | £155 |
| • Application to set aside a County Court judgment. | £255 |
| • Application by consent or without notice where no other fee is specified. | £100 |
| - applications to vary or extend an injunction for protection from harassment or violence | £50 |
| - applications for a payment out of funds deposited in court | £50 |
| • Application to vary a judgment, suspend enforcement or suspend a warrant of possession. | £50 |
| • Application for a summons or order for a witness to attend court. | £50 |
| • Application for a certificate of satisfaction of a judgment debt. | £15 |

No fee is payable for an application by consent for an adjournment of a hearing if received by the court at least 14 days before the date of the hearing.

Appeals

On filing an appellant's notice or respondent's notice in the:

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| • High Court | £240 |
| • County Court | |
| - Small claims track | £120 |
| - All other claims | £140 |

Other fees are payable in appeal proceedings where applications are made. These fees do not apply on appeals against a decision made in detailed cost assessment proceedings (see page 9).

Insolvency proceedings

Bankruptcy and company winding-up petitions

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| • Entering a petition to declare yourself bankrupt (debtor's petition). | £180 |
| • Entering a petition to make someone who owes you money bankrupt (creditor's petition). | £280 |
| • Entering a winding-up petition (companies only). | £280 |
| • Any other petition where no other fee is specified. | £280 |

These are just the court fees. An additional sum, known as the Official Receiver's deposit, is payable in cash at the same time as the court fee. The court processing your application will tell you how much the deposit is.

Note: Some insolvency proceedings are allocated to the multi-track and will attract the multi-track hearing fees set out on page 5. Check with the court to see if your case is affected.

Other applications

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| • Application to convert a voluntary arrangement into a bankruptcy or winding up. | £160 |
| • Application on notice in existing insolvency proceedings where no other fee is specified. | £155 |
| • Application by consent or without notice in existing insolvency proceedings where no other fee is specified. | £50 |
| • Request for a certificate of discharge from bankruptcy. | £70 |
| • Request for a copy of a certificate of discharge from bankruptcy. | £10 |

Bankruptcy searches

- On a general search in the records of the High Court for each 15 minutes or part 15 minutes £10
- On a search in person, including where a court officer undertakes the search of the bankruptcy and companies records in the County Court £45

Civil and Family court fees

Copy documents

If you ask the court to make copies of documents, receive or send a fax on your behalf, or provide a copy of a document already provided:

- For between one and ten pages of any document. £10
- For each subsequent page of the same document. 50p per page
- For copies of documents provided on computer disk or other electronic form. £10

Costs-only proceedings

Where parties have agreed a dispute without having issued a claim or petition, but the issue of costs has not been agreed, either party can issue a claim for costs only proceedings.

- Starting costs-only proceedings. £50

Costs assessment proceedings

Where a client is legally represented and there is a dispute over the amount of costs payable to the solicitor, the client can make an application for the costs to be assessed by the court.

- Application for an order under Part 3 of the Solicitors Act 1974 for the assessment of costs. £50

Determination of costs

On filing a request for a detailed assessment:

- Where the party who files the request is legally aided or funded by the Legal Aid Agency (LAA). £200

Where the following applications are made, the fee payable depends on the amount of costs being claimed:

- Filing a request for a detailed assessment where the party filing the request is not legally aided or funded by the LAA; or
- Request for a hearing date for the assessment of costs following an order under Part 3 of the Solicitors Act 1974

where the costs claimed are:

up to £15,000	£335
£15,000.01 – £50,000	£675
£50,000.01 – £100,000	£1,005
£100,000.01 – £150,000	£1,345
£150,000.01 – £200,000	£1,680
£200,000.01 – £300,000	£2,520
£300,000.01 – £500,000	£4,200
more than £500,000	£5,600

- Appeal against a decision made in detailed assessment proceedings. £210
- Request to issue a default costs certificate. £60
- Request or application to set aside a default costs certificate. £110
- Application for approval of a costs certificate payable from the Civil Legal Aid Fund (only applicable if the original request for detailed assessment was filed before 1 July 2013). £50

Enforcement proceedings

If the court has ordered someone to pay you a sum of money or to return your goods, property or land, and they have not done so, you can issue enforcement proceedings.

Order to obtain information from a debtor

- To issue an application for an order for a debtor or other person to attend court to provide information. £50
- To request Bailiff service of an order for a debtor or other person to attend court to provide information. £100

Warrants

- To issue a warrant of control (recovery of a sum of money) via Money Claims Online or County Court Business Centre. £70
- To issue a warrant of control (recovery of a sum of money) in any other case. £100
- To issue a warrant of delivery (for goods). £110
- To issue a warrant of possession (recovery of a property or land). £110
- To request a further attempt to execute a warrant at a new address, except where a warrant has been suspended. £30

Writs (High Court only)

- Sealing a writ of control (recovery of a sum of money). £60
- Sealing a writ of delivery (for goods). £60
- Sealing a writ of possession (recovery of a property or land). £60

Where a warrant or writ of delivery or possession also includes a claim for money, no additional fee is payable.

Attachment of earnings

- Application for an attachment of earnings order (a fee is payable for each defendant against whom the order is requested). £100

On a consolidated attachment of earnings order, a fee of 10p for every £1, or part £1, of money paid into court, is deducted from the money before it is paid out to the creditors.

Enforcing an award in the County Court

- Application for the enforcement of an award for a sum of money or other decision made by any court, tribunal, body or person other than the High Court or County Court, unless where exceptions apply. £40

Enforcing an award in the High Court

- Request or application: £60
 - to register a judgment or order; or
 - for permission to enforce an arbitration award; or
 - for a certificate or certified copy of a judgment or order for use abroad.

Charging order

- Application for a charging order.
(A fee is payable for each charging order applied for). £100

Third party debt order

- Application for a third party debt or garnishee order.
(A fee is payable for each party against whom the order is requested). £100

Judgment summons

- Application for a judgment summons. £100

Certified Enforcement Agent

Application

- Other non-money fee for County Courts £280

Method of enforcement as the Court may consider appropriate

- Application in the family court for an order for such method of enforcement as the court may consider appropriate £50

Family court fees

Not all courts can deal with family cases. You can find the full list of courts, and information about what work they do, online at courttribunalfinder.service.gov.uk or by telephoning your local court.

Marriage and civil partnership proceedings

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| • Filing an application for a divorce, nullity or civil partnership dissolution. | £550 |
| • Filing an application for judicial separation. | £365 |
| • Filing an application for a second or subsequent matrimonial or civil partnership order with permission granted under Family Procedure Rules 2010 rule 7.7 (1)(b). | £95 |
| • Filing an answer to an application for a matrimonial or civil partnership order. | £245 |
| • Filing an amended application for a matrimonial or civil partnership order. | £95 |
| • Filing an application to start proceedings where no other fee is specified. | £245 |
| • Filing an application to make a decree nisi, absolute (divorce), or a conditional order, final (dissolution) - only payable if the original application for divorce, nullity or civil partnership dissolution was filed before 1 July 2013. | £50 |

Financial orders

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| • Application for a financial order, other than by consent. | £255 |
| • Application by consent for a financial order. | £50 |

Applications for injunctions

Family homes and domestic violence applications:

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| • Application for a non-molestation order. | No fee payable |
| • Application for an occupation order. | No fee payable |

Forced marriage applications

- Application for a forced marriage protection order under Part 4 or Part 4A of the Family Law Act 1996.

No fee payable

Applications to commence proceedings and applications in existing proceedings to vary or discharge an order for a non-molestation, occupation or forced marriage protection order are not payable by the applicant or third-party applicant.

The respondent is still liable to pay the fee, except if a fee remission is granted. See Applications within Proceedings section for the application fees.

Children

The court leaflet '**CB1 - Making an Application – Children and the Family Courts**' provides more information on the types of Children Act applications and who can make them. A selection of the more common applications are set out below:

Applications under the Children Act 1989

- Any new applications under the Children Act 1989 to request permission to issue proceedings or for an order or directions to be made concerning the child(ren) - with the exception of applications for care and supervision orders, applications for breach of or for revocation of an enforcement order. £215
- Application for breach of or for revocation of an enforcement order £95

Applications to issue new proceedings under the Children Act 1989 are defined as any application for an order where there are no proceedings for the child(ren) currently being considered by the court. If proceedings under the Children Act 1989 are already being considered for the child(ren) the application fee for applications within proceedings will be charged. See the section headed 'Applications within proceedings' for further details.

Adoption

- On an application for permission, or an order, made under any provision in Part 1 of the Adoption and Children Act 2002 except s.22 £170
- Application for a placement order (section 22) £455

Children Act and adoption applications

Where an application is made or permission is sought under two or more provisions of the Children Act 1989, or the Adoption and Children Act 2002, or the Children and Adoption Act 2006, only one fee is payable, and if the fees are different, the highest fee is paid.

Maintenance orders

Please see the enforcement proceedings section for details of the fees applicable when applying for an order to enforce an order for the payment of money. If you wish to vary an existing Maintenance Order see the Applications within Proceedings section.

Applications within proceedings

- Application on notice where no other fee is specified. £155
- Application by consent or without notice where no other fee is specified. £50

On filing a notice of appeal:

- Of any decision in family proceedings made by a district judge the one or more lay justices, a justice's clerk or an assistant to a justice's clerk, except appeal against decisions under the Children Act 1989. £125
- Of any provision of the Children Act 1989, except in relation to appeals for breach of or revocation of an enforcement order. £215

Request for service

- Request for service by a Bailiff for any document. £110

Searches

Index of decrees absolute or final orders

On a search of the index for any specified period of ten calendar years or the ten most recent years.

- Search of the national central index of decrees absolute/final orders £65
- Search of the national central index of parental responsibility agreements £45
- Search of any specific family court or District Registry index of decrees absolute/final orders £45

The fee includes a copy of the agreement, if appropriate.

If you need this leaflet in an alternative format, for example in large print, please contact your local court for help.

If you have a disability that makes going to court or communicating difficult, please contact the court concerned and they will be able to help you.

You can find contact details for all our courts online at courttribunalfinder.service.gov.uk